



## A- Frame Sign Guidelines (revised 7/13)

### CITY OF NORFOLK

#### A- Frame Sign Guidelines

A-frame signs are permitted in the Downtown Zoning Districts and in the Colley Ave, 21<sup>st</sup> St, Riverview, and 35<sup>th</sup> Street Pedestrian Commercial Overlay Districts. In addition to the requirements specified in the zoning regulations the following guidelines must be followed:

**Type:** 2 sign faces permitted per sign

**Size: Width:** 24"-34" (within range)

**Length:** 36"-48" (within range, to include frame, sign face and any vertical supports)

No more than 1/3 of the sign surface width can extend above the sign face.

**Graphics:** The sign shall not consist of more than 50% lettered area. 33% of the sign face shall contain a visual or non-word design.

**Location on the sidewalk:** The sign shall be positioned to allow 5 feet clear sidewalk area for pedestrians. (They must meet ADA standards.) The sign shall be placed within 18" from the curb **OR** adjacent to the corresponding building.

**Materials:** Exterior quality wood or metal (except as supplemented by material for changeable messages, see below). Changeable sign area must be screwed or bolted to the sign. The sign shall not contain any glare producing surfaces or blinking, florescent, neon lights.

**Finish:** 100% painted; color should be in keeping with the colors for the business establishment.

**Construction and support:** The sign must be durable, sturdy, and stable and shall be weighted to withstand 60 mile per hour gusts of wind and rain.

The name of the establishment must be professionally lettered on each sign face in a color and style consistent with the establishment's primary signage.

No more than ½ of each sign face may be reserved for changeable messages. The material for changeable messages may be chalk board or 'wipe down' board.

A-Frame signs shall only be permitted on the public sidewalk in front of the business.

There shall be only one A-Frame sign per business.

Handbills and or similar paper attachments shall not be affixed to permitted A-Frame signs.

(Rev. 3/11)

## City of Norfolk

### Application for A-Frame Signs

Downtown Districts; Colley Ave., 21<sup>st</sup> St, Riverview, and 35<sup>th</sup> St. Pedestrian Commercial Overlay Districts

**Contact Norfolk Department of Planning, City Hall Building 5<sup>th</sup> Floor; 664-4752**

Pursuant to Sections 11-20, 4(f) (2), 11-21.3 (h) (3), and 16-5.5, 16-8.6 of the City of Norfolk Zoning Ordinance, this application shall be completed and submitted to the Department of City Planning and Codes Administration for review for compliance with regulations pertaining to the placement of "A" frame signs in the Downtown Districts and the Colley Avenue, 21st St. and Riverview Pedestrian Commercial Overlay Districts. A permit sticker issued shall be permanently affixed to the permitted sign.

Date\_\_\_\_\_

Name of Business\_\_\_\_\_

Street Address of Business\_\_\_\_\_

Business Phone Number\_\_\_\_\_

Name of Business Owner/Agent\_\_\_\_\_

Address of Business Owner/Agent\_\_\_\_\_

Proposed Sign Dimensions: Height\_\_\_\_\_

Width\_\_\_\_\_

Proposed Sign Material\_\_\_\_\_

#### ATTACH THE FOLLOWING:

- Stretch, Drawing, or Photo of the proposed A-Frame sign.
- Sketch (to scale or dimensioned) showing the location of the property line, building, width of sidewalk, and street edge or curb. Also show utility poles, tree planting, and other appurtenances located in the sidewalk. Show proposed location of the A-Frame sign and its relationship to the property line and curb. OR A photograph from directly in front of the proposed A-frame sign location.
- **Check or money order for required application fee made payable to the Norfolk City Treasurer (see [fee schedule](#)).**

The undersigned declares that the attached guidelines have been read and are fully understood; that the information provided on and with this application is accurate in all respects; and that the permit sticker issued shall be permanently affixed to the permitted sign. Permits shall not be transferable.

**Applicant Signature**\_\_\_\_\_

(Rev.7/13)